

**CITY OF SALISBURY, NORTH CAROLINA**

**WATER AND SEWER FUND**

**STATEMENT OF REVENUES  
AND OTHER FINANCING SOURCES**

For the Year Ending June 30, 2004  
With Estimated Actual for the Year Ending June 30, 2003 and  
Actual for the Year Ended June 30, 2002

	<b>2002</b>	<b>2003</b>	<b>2004</b>
	<b>Actual</b>	<b>Estimate</b>	<b>Budget</b>
OPERATING REVENUES:			
Charges for services	<u>\$ 14,107,131</u>	<u>\$ 15,490,000</u>	<u>\$ 16,458,566</u>
NONOPERATING REVENUES:			
Interest earned on investments	\$ 86,081	\$ 52,000	\$ 42,000
Capital contributions	384,294	-	-
Miscellaneous revenues	<u>67,891</u>	<u>254,860</u>	<u>313,261</u>
Total nonoperating revenues	<u>\$ 538,266</u>	<u>\$ 306,860</u>	<u>\$ 355,261</u>
 Total revenues and other financing sources	 <u><u>\$ 14,645,397</u></u>	 <u><u>\$ 15,796,860</u></u>	 <u><u>\$ 16,813,827</u></u>

**CITY OF SALISBURY**  
**FY 2003-2004 BUDGET SUMMARY**  
**WATER AND SEWER FUND**

	<b>Actual</b>		<b>Budgeted</b>		<b>Requested</b>	<b>Mgr Recommends</b>	<b>Adopted</b>
	<b>FY 01-02</b>		<b>FY 02-03</b>		<b>FY 03-04</b>	<b>FY 03-04</b>	<b>FY 03-04</b>
<b>REVENUE</b>	\$ 14,645,397	\$	15,219,825	\$	16,771,809	\$ 16,813,827	\$ 16,813,827
	<b>Actual</b>		<b>Budgeted</b>		<b>Requested</b>	<b>Mgr Recommends</b>	<b>Adopted</b>
<b>EXPENSES</b>	<b>FY 01-02</b>		<b>FY 02-03</b>		<b>FY 03-04</b>	<b>FY 03-04</b>	<b>FY 03-04</b>
<b>UTILITIES MGT &amp; ADMINISTRATION</b>							
Personnel	\$ 693,902	\$	735,317	\$	931,963	\$ 931,968	\$ 931,968
Operations	4,893,383		2,237,698		2,631,485	2,615,326	2,615,326
Capital	-		10,000		8,500	8,500	8,500
<b>TOTAL</b>	<b>\$ 5,587,285</b>	<b>\$</b>	<b>2,983,015</b>	<b>\$</b>	<b>3,571,948</b>	<b>\$ 3,555,794</b>	<b>\$ 3,555,794</b>
<b>WATER RESOURCES</b>							
Personnel	\$ 276,107	\$	291,154	\$	308,023	\$ 308,019	\$ 308,019
Operations	449,018		499,527		568,635	568,385	568,385
Capital	-		-		7,500	7,500	7,500
<b>TOTAL</b>	<b>\$ 725,125</b>	<b>\$</b>	<b>790,681</b>	<b>\$</b>	<b>884,158</b>	<b>\$ 883,904</b>	<b>\$ 883,904</b>
<b>WATER &amp; SEWER MAINT. &amp; CONST.</b>							
Personnel	\$ 837,905	\$	933,965	\$	1,058,427	\$ 1,058,994	\$ 1,058,994
Operations	1,050,424		1,136,926		1,111,324	1,112,481	1,112,481
Capital	89,108		491,300		364,300	364,300	364,300
<b>TOTAL</b>	<b>\$ 1,977,437</b>	<b>\$</b>	<b>2,562,191</b>	<b>\$</b>	<b>2,534,051</b>	<b>\$ 2,535,775</b>	<b>\$ 2,535,775</b>
<b>TECHNICAL SERVICES</b>							
Personnel	\$ 370,289	\$	412,918	\$	397,386	\$ 397,385	\$ 397,385
Operations	98,173		101,340		114,902	115,235	115,235
Capital	11,611		28,500		3,500	3,500	3,500
<b>TOTAL</b>	<b>\$ 480,073</b>	<b>\$</b>	<b>542,758</b>	<b>\$</b>	<b>515,788</b>	<b>\$ 516,120</b>	<b>\$ 516,120</b>
<b>WASTEWATER TREATMENT</b>							
Personnel	\$ 642,267	\$	681,807	\$	725,543	\$ 725,545	\$ 725,545
Operations	1,172,298		814,171		1,216,638	1,241,311	1,241,311
Capital	8,688		-		10,500	10,500	10,500
<b>TOTAL</b>	<b>\$ 1,823,253</b>	<b>\$</b>	<b>1,495,978</b>	<b>\$</b>	<b>1,952,681</b>	<b>\$ 1,977,356</b>	<b>\$ 1,977,356</b>
<b>METER SERVICES</b>							
Personnel	\$ 343,789	\$	384,305	\$	405,522	\$ 405,531	\$ 405,531
Operations	77,242		102,489		103,013	103,352	103,352
Capital	-		9,000		29,006	29,006	29,006
<b>TOTAL</b>	<b>\$ 421,031</b>	<b>\$</b>	<b>495,794</b>	<b>\$</b>	<b>537,541</b>	<b>\$ 537,889</b>	<b>\$ 537,889</b>
<b>FACILITIES MAINTENANCE</b>							
Personnel	\$ 415,679	\$	430,226	\$	459,281	\$ 459,287	\$ 459,287
Operations	747,628		883,112		932,527	939,903	939,903
Capital	5,175		-		-	-	-
<b>TOTAL</b>	<b>\$ 1,168,482</b>	<b>\$</b>	<b>1,313,338</b>	<b>\$</b>	<b>1,391,808</b>	<b>\$ 1,399,190</b>	<b>\$ 1,399,190</b>

	Actual		Budgeted		Requested		Mgr Recommends		Adopted	
	FY 01-02		FY 02-03		FY 03-04		FY 03-04		FY 03-04	
DEBT SERVICE										
Personnel	\$	-	\$	-	\$	-	\$	-	\$	-
Operations		1,828,818		4,959,650		5,407,799		5,407,799		5,407,799
Capital		-		-		-		-		-
TOTAL	\$	1,828,818	\$	4,959,650	\$	5,407,799	\$	5,407,799	\$	5,407,799
CAPITAL PROJECTS										
Personnel	\$	-	\$	-	\$	-	\$	-	\$	-
Operations		-		-		-		-		-
Capital		-		76,420		-		-		-
TOTAL	\$	-	\$	76,420	\$	-	\$	-	\$	-
GRAND TOTAL										
Personnel	\$	3,579,938	\$	3,869,692	\$	4,286,145	\$	4,286,729	\$	4,286,729
Operations		10,316,984		10,734,913		12,086,323		12,103,792		12,103,792
Capital		114,582		615,220		423,306		423,306		423,306
TOTALS	\$	14,011,504	\$	15,219,825	\$	16,795,774	\$	16,813,827	\$	16,813,827

**STATEMENT OF PURPOSE**

To serve as the central management and administration source and engineering support for activities, operations, and projects related to the Water and Sewer Utility.

**COUNCIL PERFORMANCE GOALS**

1. Continue to develop joint water and sewer extension policies with consideration of managed growth criteria.

**DEPARTMENTAL PERFORMANCE GOALS**

1. Assist in cooperative effort with County to extend water and sewer to growth corridors.
2. Continue implementation of the major Water and Sewer Capital Improvement projects.
3. Pursue update of City Code of Ordinances to correspond to Revised Construction Standards, Revised Water Emergency Management Plan, and new Drought Conservation Plan.
4. Continue strategic planning efforts resulting in short and long term plans for Utilities expansion.
5. Continue efforts toward rate stabilization and overall fiscal stability.
6. Develop and maintain GIS database of the utility system.
7. Develop and maintain a system-wide hydraulic model utilizing new software.
8. Review all Water and Sewer fees to determine actual costs of service and recommend revised fees to City Council.
9. Continue to develop toward becoming one of the best Water and Sewer utilities in the State and region.
10. Pursue Local Permit Program for Water/Sewer extensions within utility service area.
11. Focus on cross training with other divisions within Utilities Department and the City.

**BUDGET REQUEST SUMMARY**

	Actual FY01-02	Budgeted FY02-03	Requested FY03-04	Mgr Recommends FY03-04	Adopted FY03-04
Personnel	\$ 693,902	\$ 735,317	\$ 931,963	\$ 931,968	\$ 931,968
Operating	4,893,383	2,237,698	2,631,485	2,615,326	2,615,326
Capital	-	10,000	8,500	8,500	8,500
<b>TOTAL</b>	<b>\$ 5,587,285</b>	<b>\$ 2,983,015</b>	<b>\$ 3,571,948</b>	<b>\$ 3,555,794</b>	<b>\$ 3,555,794</b>

**PERSONNEL DETAIL**

Position Title	Authorized FY 01-02	Authorized FY 02-03	Mgr Recommends FY 03-04	Adopted FY 03-04
<b>Administration (100)</b>				
Utilities Director	1	1	0 <sup>3</sup>	0 <sup>3</sup>
Assistant Utilities Director	1	1	0 <sup>3</sup>	0 <sup>3</sup>
Assistant City Manager for Utilities	0	0	1 <sup>3</sup>	1 <sup>3</sup>
Deputy Utilities Director	0	0	1 <sup>3</sup>	1 <sup>3</sup>
Productivity Analyst	1	1	1	1
Department Secretary	1	1	1	1
Compliance Coordinator	1	1	0 <sup>4</sup>	0 <sup>4</sup>
Finance & Administration Manager	0	0	1 <sup>2</sup>	1 <sup>2</sup>
<b>Utilities Engineering (800)</b>				
Utilities Engineering Manager	1	1	1	1
Utilities Engineer I/II/III	1	2 <sup>1</sup>	2	2
Engineering Technician I/II/III	1	1	1	1
Engineering Intern	1	1	1	1

Position Title	Authorized FY 01-02	Authorized FY 02-03	Mgr Recommends FY 03-04	Adopted FY 03-04
Utilities Construction Inspector	0	1 <sup>1</sup>	1	1
GIS Mapping Technician	0	0	1 <sup>1</sup>	1 <sup>1</sup>
Utilities Project Manager	0	0	1 <sup>1</sup>	1 <sup>1</sup>
GIS Technician	<u>0</u>	<u>0</u>	<u>1<sup>1</sup></u>	<u>1<sup>1</sup></u>
TOTAL	9	11	14	14

<sup>1</sup> New position

<sup>2</sup> Position transferred from Technical Services

<sup>3</sup> Position reclassification

<sup>4</sup> Position eliminated

### CAPITAL OUTLAY

	Requested FY 03-04	Mgr Recommends FY 03-04	Adopted FY 03-04
<b>Utility Administration (100)</b>			
Office Furniture	\$ 5,000	\$ 5,000	\$ 5,000
<b>Utility Engineering (800)</b>			
Portable Motorola Radio	<u>3,500</u>	<u>3,500</u>	<u>3,500</u>
Total Capital Outlay	\$ 8,500	\$ 8,500	\$ 8,500

**STATEMENT OF PURPOSE**

To provide the City's water utility customers with a sufficient supply of high quality potable water that meets all regulation standards for purity, taste, appearance, and flow adequacy at a reasonable cost to the consumer.

**DEPARTMENTAL PERFORMANCE GOALS**

1. Oversee the expansion of the treatment capacity of the Water Plant from 12 MGD to 18 MGD.
2. Adjust operational process measures to meet new SDWA Regulations.
3. Evaluate the use of a pre-oxidant for TOC removal.
4. Prepare and distribute the Consumer Confidence Report to customers on water quality and explain the requirements to the general public.
5. Continue the public education program outreach to schools and civic organizations.
6. Continue the partnership with Rowan County (contract operations) for the Highway 70 water distribution system.

**BUDGET REQUEST SUMMARY**

	Actual FY01-02	Budgeted FY02-03	Requested FY03-04	Mgr Recommends FY03-04	Adopted FY03-04
Personnel	\$ 276,107	\$ 291,154	\$ 308,023	\$ 308,019	\$ 308,019
Operating	449,018	499,527	568,635	568,385	568,385
Capital	-	-	7,500	7,500	7,500
<b>TOTAL</b>	<b>\$ 725,125</b>	<b>\$ 790,681</b>	<b>\$ 884,158</b>	<b>\$ 883,904</b>	<b>\$ 883,904</b>

**PERSONNEL DETAIL**

Position Title	Authorized FY 01-02	Authorized FY 02-03	Mgr Recommends FY 03-04	Adopted FY 03-04
<b>Water Treatment Plant (811)</b>				
Water Treatment Supervisor	1	1	1	1
Senior Office Assistant	0	1 <sup>1</sup>	1	1
Senior Water Treatment Plant Operator	1	1	1	1
Water Treatment Plant Operator I/II	<u>4</u>	<u>4</u>	<u>4</u>	<u>4</u>
<b>TOTAL</b>	<b>6</b>	<b>7</b>	<b>7</b>	<b>7</b>

<sup>1</sup> Position reclassified from 821-000

	Requested FY 03-04	Mgr Recommends FY 03-04	Adopted FY 03-04
<b>Water Treatment (811)</b>			
Zeta Meter	\$ 7,500	\$ 7,500	\$ 7,500

**STATEMENT OF PURPOSE**

To provide the City's Water/Sewer Utility with an effective, efficient system for the distribution of potable water and the collection of waste through an equally effective, efficient sewer system.

**DEPARTMENTAL PERFORMANCE GOALS**

1. Continue our inflow and infiltration preventive maintenance program.
2. Implement a water main flushing program, including development of a computer model to simulate unidirectional system-wide flushing.
3. Include inflow and infiltration related projects in the 5-year Capital Improvement Program projections.
4. Maintain compliance with new collection system permit requirements.

**PERFORMANCE MEASURES**

	<u>FY97-98</u>	<u>FY98-99</u>	<u>FY99-00</u>	<u>FY00-01</u>	<u>FY01-02</u>
Change out or add 5/8" thru 1" water meters	995	900	1,141	1,300	756
Change out or add 1-1/2" & 2" water meters	24	30	20	14	11
Change out or add 3" or larger water meters	4	6	4	2	6
Install check valves on existing water services	712	528	590	588	511
Install water taps	358	442	439	364	427
Replace/install fire hydrants	11	20	22	8	24
Replace water valves	30	60	22	24	36
Clean and TV inspect sewer lines - feet	260,000	260,000	252,000	260,000	448,440
Install sewer taps	176	134	145	118	296

**BUDGET REQUEST SUMMARY**

	<u>Actual</u>	<u>Budgeted</u>	<u>Requested</u>	<u>Mgr Recommends</u>	<u>Adopted</u>
	<u>FY01-02</u>	<u>FY02-03</u>	<u>FY03-04</u>	<u>FY03-04</u>	<u>FY03-04</u>
Personnel	\$ 837,905	\$ 933,965	\$ 1,058,427	\$ 1,058,994	\$ 1,058,994
Operating	1,050,424	1,136,926	1,111,324	1,112,481	1,112,481
Capital	<u>89,108</u>	<u>491,300</u>	<u>364,300</u>	<u>364,300</u>	<u>364,300</u>
<b>TOTAL</b>	<b>\$ 1,977,437</b>	<b>\$ 2,562,191</b>	<b>\$ 2,534,051</b>	<b>\$ 2,535,775</b>	<b>\$ 2,535,775</b>

# PERSONNEL DETAIL

Position Title	Authorized FY 01-02	Authorized FY 02-03	Mgr Recommends FY 03-04	Adopted FY 03-04
<b>Administration (100)</b>				
Utilities Systems Manager	1	1	1	1
Assistant Systems Manager	0	2 <sup>1</sup>	2	2
Senior Office Assistant	1	1	1	1
Inventory Control Specialist	1	0 <sup>1</sup>	0	0
Maintenance Scheduler	1	0 <sup>1</sup>	0	0
<b>Distribution Maint. &amp; Const. (850)</b>				
Utilities Maintenance Supervisor	1	1	1	1
Utilities Maintenance Technician	3	3	4 <sup>3</sup>	4 <sup>3</sup>
Hydrant Seasonal Worker (Temp/Full-Time)	0	0	2 <sup>2</sup>	2 <sup>2</sup>
<b>New Water/Sewer Connections (851)</b>				
Utilities Maintenance Supervisor	1	1	1	1
Utilities Maintenance Technician	3	4 <sup>2</sup>	4	4
<b>Water/Sewer Service Replacement (853)</b>				
Utilities Maintenance Supervisor	0	1 <sup>2</sup>	1	1
Utilities Maintenance Technician	3	3	2 <sup>3</sup>	2 <sup>3</sup>
<b>Preventive Maintenance (854)</b>				
Utilities Maintenance Supervisor	1	1	1	1
Utilities Maintenance Technician	4	4	3 <sup>3</sup>	3 <sup>3</sup>
<b>Collection Maint. &amp; Construction (856)</b>				
Utilities Maintenance Supervisor	1	1	1	1
Utilities Maintenance Technician	3	3	4 <sup>3</sup>	4 <sup>3</sup>
Utilities Maintenance Supervisor I&I Crew	0	0	1 <sup>2</sup>	1 <sup>2</sup>
Utilities Maintenance Technician I&I Crew	<u>0</u>	<u>0</u>	<u>2<sup>2</sup></u>	<u>2<sup>2</sup></u>
TOTAL	24	26	31	31

<sup>1</sup> Position reclassified

<sup>2</sup> New position

<sup>3</sup> Position moved between cost centers



## CAPITAL OUTLAY

	Requested FY 03-04	Mgr Recommends FY 03-04	Adopted FY 03-04
<b>Systems Administration (100)</b>			
Motorola Mobile Radio	\$ 3,500	\$ 3,500	\$ 3,500
Pipe and Valve Box Locators	4,500	4,500	4,500
<b>Water Distribution Maintenance (850)</b>			
Hydraulic Power Pack and Tools	5,200	5,200	5,200
Hydra-Stop Fittings	4,500	4,500	4,500
<b>New Construction (851)</b>			
Hydraulic Pump and Tapping Machine	7,600	7,600	7,600
<b>Service Replacement (853)</b>			
Hydraulic Pump and Tools	6,000	6,000	6,000
<b>Preventative Maintenance (854)</b>			
Gas Detector	2,000	2,000	2,000
Lateral Camera	9,000	9,000	9,000
<b>Sewer Collection Maintenance (856)</b>			
2 Motorola Radios	7,000	7,000	7,000
Lateral Camera	9,000	9,000	9,000
Hydraulic Power Pack and Tools	6,000	6,000	6,000
<b>Water &amp; Sewer Extensions (857)</b>			
Water Line Extensions	150,000	150,000	150,000
Water Sewer Extensions	150,000	150,000	150,000
	<hr/>	<hr/>	<hr/>
Total Capital Outlay	\$ 364,300	\$ 364,300	\$ 364,300

**STATEMENT OF PURPOSE**

To operate the City's regional wastewater analysis laboratory and implement the City's industrial pretreatment program.

**DEPARTMENTAL PERFORMANCE GOALS**

1. Continue providing technical and analytical support to the other Divisions within the Utilities Department in a cost-effective, professional manner.
2. Protect the wastewater collection and treatment system from the adverse effects of commercial and industrial discharges by maintaining a strong, effective industrial pretreatment program.
3. Investigate and determine sources of harmful discharges.
4. Promote and provide advice about greasetraps to commercial entities.
5. Develop and incorporate FOG (food, oil, and grease) components into sewer use and pretreatment ordinance.
6. Integrate all laboratory bench sheets, reports, and forms with State reporting.

**BUDGET REQUEST SUMMARY**

	Actual FY01-02	Budgeted FY02-03	Requested FY03-04	Mgr Recommends FY03-04	Adopted FY03-04
Personnel	\$ 370,289	\$ 412,918	\$ 397,386	\$ 397,385	\$ 397,385
Operating	98,173	101,340	114,902	115,235	115,235
Capital	<u>11,611</u>	<u>28,500</u>	<u>3,500</u>	<u>3,500</u>	<u>3,500</u>
<b>TOTAL</b>	<b>\$ 480,073</b>	<b>\$ 542,758</b>	<b>\$ 515,788</b>	<b>\$ 516,120</b>	<b>\$ 516,120</b>

**PERSONNEL DETAIL**

Position Title	Authorized FY 01-02	Authorized FY 02-03	Mgr Recommends FY 03-04	Adopted FY 03-04
Finance & Support Services Manager	1	1	0 <sup>1</sup>	0 <sup>1</sup>
Support Services Manager	0	0	1 <sup>3</sup>	1 <sup>3</sup>
Laboratory Supervisor	1	1	1	1
Regulatory Compliance Technician	1	1	1	1
Laboratory Analyst	4	4	5 <sup>2</sup>	5 <sup>2</sup>
Industrial Pretreatment Coordinator	1	1	0 <sup>2</sup>	0 <sup>2</sup>
Chemist	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
<b>TOTAL</b>	<b>9</b>	<b>9</b>	<b>9</b>	<b>9</b>

<sup>1</sup> Position transferred to Management & Administration

<sup>2</sup> Reclassified Position

<sup>3</sup> New Position

**CAPITAL OUTLAY**

	Requested FY 03-04	Mgr Recommends FY 03-04	Adopted FY 03-04
<b>Technical Services (900)</b>			
Motorola Radio	\$ 3,500	\$ 3,500	\$ 3,500

**STATEMENT OF PURPOSE**

To provide the City's utility customers with a system capable of treating domestic and industrial waste generated by its utility customers using methods that satisfies the standards and requirements of various regulatory agencies.

**DEPARTMENTAL PERFORMANCE GOALS**

1. Process water discharge that complies with all environmental regulations.
2. Investigate alternatives for biosolid processing and thickening at our Town Creek Wastewater Treatment Plant.
3. Continue application of residual solids on approved acreage.
4. Prepare and make available to the public an annual wastewater system compliance report.
5. Continue partnership with Rowan County (contract operations) for Highway 70 Wastewater Treatment Plant.

**BUDGET REQUEST SUMMARY**

	Actual FY01-02	Budgeted FY02-03	Requested FY03-04	Mgr Recommends FY03-04	Adopted FY03-04
Personnel	\$ 642,267	\$ 681,807	\$ 725,543	\$ 725,545	\$ 725,545
Operating	1,172,298	814,171	1,216,638	1,241,311	1,241,311
Capital	<u>8,688</u>	<u>-</u>	<u>10,500</u>	<u>10,500</u>	<u>10,500</u>
TOTAL	\$ 1,823,253	\$ 1,495,978	\$ 1,952,681	\$ 1,977,356	\$ 1,977,356

**PERSONNEL DETAIL**

Position Title	Authorized FY 01-02	Authorized FY 02-03	Mgr Recommends FY 03-04	Adopted FY 03-04
<b>Administration (100)</b>				
Wastewater Treatment Supervisor	1	1	1	1
<b>Town Creek WWTP (901)</b>				
Senior Wastewater Plant Operator	1	1	1	1
Wastewater Plant Operator	4	4	4	4
<b>Grant Creek WWTP (902)</b>				
Senior Wastewater Plant Operator	1	1	1	1
Wastewater Plant Operator	4	4	5 <sup>2</sup>	5 <sup>2</sup>
Sr Wastewater Plant Operator (Temp Part-time)	0	0	1 <sup>1</sup>	1 <sup>1</sup>
<b>Residuals Management (903)</b>				
Residuals Supervisor	1	1	1	1
Residuals Operator	<u>4</u>	<u>4</u>	<u>3</u> <sup>2</sup>	<u>3</u> <sup>2</sup>
TOTAL	16	16	17	17

<sup>1</sup> New Position

<sup>2</sup> Position moved between cost centers

## CAPITAL OUTLAY

	Requested FY 03-04	Mgr Recommends FY 03-04	Adopted FY 03-04
<b>Town Creek (901)</b>			
Motorola Radio	\$ 3,500	\$ 3,500	\$ 3,500
<b>Grant Creek (902)</b>			
Motorola Radio	3,500	3,500	3,500
<b>Residuals Management (903)</b>			
Motorola Radio	<u>3,500</u>	<u>3,500</u>	<u>3,500</u>
Total Capital Outlay	\$ <u>10,500</u>	\$ <u>10,500</u>	\$ <u>10,500</u>

**STATEMENT OF PURPOSE**

To maintain, test, and read utility meters.

**DEPARTMENTAL PERFORMANCE GOALS**

1. Complete readings of all meters in a timely manner each month for billing purposes.
2. Test and verify the accuracy of large commercial meters on an annual basis.
3. Respond to customer concerns regarding high bills or problems with meters quickly and professionally.
4. Research the implementation of remote/radio reading technology.

**BUDGET REQUEST SUMMARY**

	Actual FY01-02	Budgeted FY02-03	Requested FY03-04	Mgr Recommends FY03-04	Adopted FY03-04
Personnel	\$ 343,789	\$ 384,305	\$ 405,522	\$ 405,531	\$ 405,531
Operating	77,242	102,489	103,013	103,352	103,352
Capital	-	9,000	29,006	29,006	29,006
<b>TOTAL</b>	<b>\$ 421,031</b>	<b>\$ 495,794</b>	<b>\$ 537,541</b>	<b>\$ 537,889</b>	<b>\$ 537,889</b>

**PERSONNEL DETAIL**

Position Title	Authorized FY 01-02	Authorized FY 02-03	Mgr Recommends FY 03-04	Adopted FY 03-04
<b>Meter Maintenance (852)</b>				
Senior Meter Mechanic	1	1	1	1
Meter Mechanic	2	2	1 <sup>1</sup>	1 <sup>1</sup>
Meter Services Technician	0	0	1 <sup>1</sup>	1 <sup>1</sup>
<b>Meter Reading (855)</b>				
Meter Services Supervisor	0	0	1 <sup>1</sup>	1 <sup>1</sup>
Meter Reading Supervisor	1	1	0 <sup>1</sup>	0 <sup>1</sup>
Senior Meter Reader	1	1	1	1
Meter Reader	6	6	4 <sup>1</sup>	4 <sup>1</sup>
Meter Services Technician	<u>0</u>	<u>0</u>	<u>2</u> <sup>1</sup>	<u>2</u> <sup>1</sup>
<b>TOTAL</b>	<b>11</b>	<b>11</b>	<b>11</b>	<b>11</b>

<sup>1</sup> Position reclassified

**CAPITAL OUTLAY**

	Requested FY 03-04	Mgr Recommends FY 03-04	Adopted FY 03-04
<b>Meter Services (855)</b>			
3 AMR Handhelds	\$ 14,006	\$ 14,006	\$ 14,006
Wireless Work-Order System	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>
<b>Total Capital Outlay</b>	<b>\$ 29,006</b>	<b>\$ 29,006</b>	<b>\$ 29,006</b>

**STATEMENT OF PURPOSE**

To maintain the process equipment for the Utility's water and wastewater facilities and oversee the maintenance of the buildings and grounds of the treatment plants.

**DEPARTMENTAL PERFORMANCE GOALS**

1. Continue to improve reliability of all lift stations in the Rockwell, Granite Quarry, and Town of Spencer's sewer systems.
2. Work with Water/Sewer Division to identify leaks to correct inflow and infiltration problems.
3. Keep the plant process running efficiently by maintaining the treatment plant equipment.
4. Work with the plant personnel, engineers, and contractors in the upgrade and expansion of the Water Treatment Plant.

**BUDGET REQUEST SUMMARY**

	Actual FY01-02	Budgeted FY02-03	Requested FY03-04	Mgr Recommends FY03-04	Adopted FY03-04
Personnel	\$ 415,679	\$ 430,226	\$ 459,281	\$ 459,287	\$ 459,287
Operating	747,628	883,112	932,527	939,903	939,903
Capital	5,175	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,168,482</b>	<b>\$ 1,313,338</b>	<b>\$ 1,391,808</b>	<b>\$ 1,399,190</b>	<b>\$ 1,399,190</b>

**PERSONNEL DETAIL**

Position Title	Authorized FY 01-02	Authorized FY 02-03	Mgr Recommends FY 03-04	Adopted FY 03-04
<b>Administration (000)</b>				
Utility Plants Manager	1	1	1	1
Senior Office Assistant	1	0 <sup>1</sup>	0	0
<b>F.M. Raw Water Supply (810)</b>				
Plants Maintenance Technician	1	1	1	1
<b>F.M. Water Treatment Plant (811)</b>				
Plants Maintenance Technician	1	1	1	1
<b>F.M. Sewer Maintenance (856)</b>				
Utility Systems Supervisor	1	1	1	1
Systems Maintenance Technician	3	2 <sup>2</sup>	0 <sup>2</sup>	0 <sup>2</sup>
Plants Maintenance Technician	0	0	2 <sup>2</sup>	2 <sup>2</sup>
<b>F.M. Town Creek WWTP (901)</b>				
Systems Maintenance Technician	0	0	1 <sup>2</sup>	1 <sup>2</sup>
Plants Maintenance Technician	1	2	1 <sup>2</sup>	1 <sup>2</sup>
<b>F.M. Grant Creek WWTP (902)</b>				
Plants Maintenance Supervisor	1	1	1	1
Systems Maintenance Technician	1	1	1	1
<b>TOTAL</b>	<b>11</b>	<b>10</b>	<b>10</b>	<b>10</b>

<sup>1</sup> Position reclassified to 811-811

<sup>2</sup> Position reclassified within the division

**STATEMENT OF PURPOSE**

To provide for principal and interest payments on outstanding Water and Sewer Fund debt.

**BUDGET REQUEST SUMMARY**

	Actual FY02-03	Budgeted FY03-04	Requested FY03-04	Mgr Recommends FY03-04	Adopted FY03-04
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	1,828,818	4,959,650	5,407,799	5,407,799	5,407,799
Capital	-	-	-	-	-
<b>TOTAL</b>	<b>\$ 1,828,818</b>	<b>\$ 4,959,650</b>	<b>\$ 5,407,799</b>	<b>\$ 5,407,799</b>	<b>\$ 5,407,799</b>

**DEPARTMENT - Capital Projects****BUDGET REQUEST SUMMARY**

	Actual FY02-03	Budgeted FY03-04	Requested FY03-04	Mgr Recommends FY03-04	Adopted FY03-04
Personnel	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	-	-	-	-	-
Capital	-	76,420	-	-	-
<b>TOTAL</b>	<b>\$ -</b>	<b>\$ 76,420</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

